



**California Public Employees' Retirement System**  
PERS-HRD-88.DOT (Rev. 7/96)

**POSITION DUTY STATEMENT**

**Title of Position**  
Desktop/Tools Support Analyst

**Division and/or Subdivision**  
Investment Technology Services Unit

**Location of Headquarters**  
400 Q Street,  
Sacramento, CA 95814

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered

**Class Title of Position**  
Assistant Information Systems Analyst

**Position Number**  
809-1479-xxx (1195)

**Effective Date**  
5/01/08

Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:
45%	<p>Under the supervision of the Investment Technology Services Section manager, the Assistant Information Systems Analyst performs all functions to support CalPERS' Information Technology.</p> <p>Provides assistance to assigned client divisions in developing and implementing their plans for using Information Technology to address everyday business needs including:</p> <ul style="list-style-type: none"> <li>Assists in analyzing and coordinating service requests for Personal Computer and Local Area Network (PC/LAN) hardware/software, and installs new or redirected PC/LAN hardware/software as needed.</li> <li>Assists in providing technical advice and problem resolution on service calls and responding to HELP Desk calls which may include data restoration, equipment repairs, some LAN administration, and client training.</li> <li>Coordinating with other ITSB staff and various hardware/software vendors for technical information and updates.</li> <li>Acquires a high degree of familiarity and understanding of each assigned divisions functions how the information technology plan addresses their long-term information processing needs.</li> </ul>
30%	<p>Assists in performing the following functions to promote and support PC facilities:</p> <ul style="list-style-type: none"> <li>Participates in the development of standards, policies and procedures to enhance and/or simplify the use of PC/LAN facilities.</li> <li>Provides training to management, customers, and staff.</li> <li>Provides demonstrations of PC/LAN facilities and capabilities for management, groups and staff.</li> </ul>
15%	<p>Develops special purpose or utility applications for the PC/LAN Administration and software installation. Provides cross training and technical assistance to other staff and LAN administrators on these applications.</p>
10%	<p>Conducts information technology business application studies and produce project study reports.</p> <ul style="list-style-type: none"> <li>Develop Budget Change Proposals and Issue Papers as needed for information technology projects.</li> </ul>

Use Additional sheet(s) if necessary